The Administration Committee met Tuesday, January 2, 1917.

Present:- Mrs. Hopper, Mrs. Allen, Mrs. Corning, Mrs. Brownell, and Miss Parker.

After an opening prayer, the minutes of the meeting of October 3d and of the called meeting of December 12th were read and approved. It was voted, upon motion of Mrs. Brownell, that the ruling in regard to pay for overtime be stricken from the minutes of the meeting of October third.

RENTAL OF TWO ROOMS

Mrs. Hopper reported an informal meeting of the committee held on December 26, 1916, at which it was voted to recommend to the Board the rentals of two rooms at $, these rooms to be used as Committee Rooms to take the place of the former Committee Room, now used as a Rest Room.

FURNITURE AND FURNISHINGS

It was voted to purchase six chairs, a table and a rug or rugs needed for new committee rooms; also two rugs already promised Mrs. Baker for her assistant's room. Miss Sheibley needs a table in her room. Mrs. Corning was asked to attend to this and to decide whether the new table should be placed in Miss Long's or Miss Sheibley's office. Mrs. Corning also consented to make curtains for the Rest Room. The Rest Room needs another couch and it was voted to present this need to the Board with the hope that some member might have a couch to contribute.

FRAMES IN HALLS

Mrs. Hopper reported that owing to Mr. Olkin's long and serious illness, she had not been able to adjust the payment for frames in our halls. It was voted that Mrs. Hopper take up this matter with the acting treasurer of the Home Board.

SALARY INCREASE MISS MORGAN

Mrs. Hopper asked approval of her action in raising Margaret Morgan's salary from ten to twelve dollars a week. Miss Long had telephoned Mrs. Hopper saying that Miss Morgan had received an offer of a larger salary elsewhere. An immediate answer was required in order to keep her. Mrs. Hopper's action was approved.

VENTILATION IN ASSEMBLY ROOM

The poor ventilation in the Assembly Room was discussed. It was voted upon motion of Mrs. Corning,

seconded by Mrs. Allen, "That Miss Long be asked to write to the Assembly's Board asking if something cannot be done to improve the ventilation in the Assembly Room".

OFFICERS' SATURDAY HOLIDAY

The ruling made long ago when the business of the Board was comparatively small that officers should have every other Saturday as a full holiday, was discussed. Upon motion of Mrs. Brownell, it was voted to present this matter to the Board asking a reconsideration of this ruling.

Mabel Brown Parker

Secretary.

Joint Meeting of Administration and Nominating Committees met Tuesday, March 6, 1917.

Present:- Mrs. Hopper, Mrs. Brownell, Mrs. Cobb, Mrs. Allen, Mrs. Corning and Miss Parker of the Office Administration Committee and Mrs. Miles, Mrs. Webb and Mrs. Linderman of the Nominating Committee.

The meeting opened with several prayers.

Action of the Board at its meeting on February 27, 1917 regarding officers and salaries made this joint meeting advisable.

SALARY OF GENERAL SECRETARY

After very full and careful consideration, the following motion was duly made, seconded and carried by members of the Office Administration Committee.

"We move that the Nominating Committee be empowered to offer whatever salary may be necessary to secure a General Secretary who can adequately fill the office".

NOMINATING COMMITTEE EMPOWERED TO MAKE READJUSTMENTS IN OFFICE

The office administration expressed itself as understanding that the Nominating Committee is empowered by the Board to make readjustments in the office.

OFFICE OF PUBLICITY SECRETARY DISCONTINUED

Upon motion it was voted by the joint committee to recommend to the Board that the office of Publicity Secretary be discontinued and the necessary publicity work be done through the office. In explanation it was added that "this motion is offered in order to reduce expenses as it is felt that this work can be done in some other way".

MR. McMILLEN

In connection with Miss Voss's request for an increase in salary, it was voted to recommend to the Board that subject to Mrs. Bennett's approval, Mr. McMillen be offered the treasurership of the Board at a salary of $2500; if Mrs. Bennett does not approve of this suggestion, that Miss Voss be retained at a salary of $2500. beginning with September 1, 1917.

MISS VOSS

The meeting adjourned to meet Tuesday, March 13 at ten o'clock.

Mabel Green Parker
Secretary.

Joint Meeting of Administration and Nominating Committees met Tuesday, March 13, 1917.

Minutes of the meeting of March 6th were read and after a slight correction, approved.

Various matters were discussed but no action taken.

Mabel Ensan Parker
Secretary.

The Administration Committee met Tuesday, March 6, 1917.

Present:- Mrs. Hopper, Mrs. Allen, Mrs. Brownell, Mrs. Cobb, Mrs. Corning and Miss Parker.

The Secretary was instructed to write notes of regret and good wishes to Miss Long and Miss Ballard who have presented their resignations to the Board, and also to Miss Sturges who was stenographer in Miss Ballard's office.

VACATION SALARY MISS BALLARD

It was voted to recommend to the Board that Miss Ballard be granted vacation salary for April as she has had no vacation since coming to the Board on May 15, 1916.

SALARY ASSISTANT SECRETARY

MISS VOSS

It was also voted to recommend to the Board that the salary of the assistant secretary remain at 1400. and that the treasurer, Miss Voss, be paid $2500. beginning with September 1, 1917.

DESK FOR MR. Allaben

It was voted to grant Mr. Allaben's request for a new desk to cost $29.00, this amount to be taken from the school budget.

Mabel Green Parker

Secretary.

The Administration Committee met Tuesday, April 3, 1917.

Present:- Mrs. Hopper. Mrs. Corning, Mrs. Cobb, Mrs. Allen, Mrs. Brownell, Mrs. Honeyman and Miss Parker.

The meeting opened with several prayers.

Minutes of the meetings of January 2nd and March 6th were read and approved.

SOUND PROOF DOOR

The matter of a sound-proof door between the committee room and the adjoining room was left with Mrs. Hopper with power to purchase if necessary.

Mrs. Cobb and Mrs. Corning were asked to keep an oversight of the Rest Room. It was voted to grant the request for a second mirror in the wash room. Mrs. Corning, Mrs. Cobb and Miss Parker were asked to dispose of the Indian baskets, etc., that had been stored in the treasurer's room.

BONUSES
SALARY INCREASE

The question of bonuses to officers and clerks was discussed. Upon motion it was voted that none be given, but that in making out the salary schedule for the coming year, any advance in individual cases that seems advisable shall be made.

GIFT OF $500.00 TO MRS. BAKER

Mrs. Baker who has served the Woman's Board faithfully for thirty-three years resigns on May first. It was voted to recommend to the Board that Mrs. Baker be given $500.00 in recognition of her long and loyal service.

SALARY INCREASE MR. ALLABEN

It was voted to recommend to the Board that the salary of Mr. Allaben be raised to $4,500. and that of Mrs. Gildersleeve to $1,500, the salaries of the other officers to remain as they are.

SALARY SCHEDULE

After very careful consideration, it was voted to adopt the following salary schedule for the year April 1, 1917 to April 1, 1918.

OFFICERS.

Secretary			
Treasurer	$2,500.		
Educational Secretary	1,500.		
Young Peoples Secretary	1,800.		
Student Secretary		(½)	
Associate Student Secretary		(½)	
Superintendent of Schools	4,500.		
Editor Home Mission Monthly	1,400.		
4 Field Secretaries (each $1200)	4,800.		
Total			

STENOGRAPHERS AND CLERKS

Secretary to President	1,200.		1,200.
Secretary's Office			
Mrs. J. P. Davison	936.		
Miss M. Morgan	624.		
Miss M. Rothmeyer	520.		2,080.
Treasurer's Office			
Mr. McMillen	2,500.		
Miss G. Harrington	936.		
Miss B. C. Kauffman	468.		
Miss E. Bunting	520.		
Miss F.L. Hollings	884.		
Miss M.O. Crawford	624.		
Miss F.S. Marvin	624.		
Mrs. L.S. Roberts (Freedman)	60.	(780)	6,616.
Office Educational Secretary			
Miss D. Adams	832.		832.
Young People's Department			
Miss Ethel Smith	936.		
Miss G. Karbe	676.		1,612.
School Department			
Miss H. E. Wilkes	1,300.		
Miss F. Goddard	936.		
Miss E.M. Plenty	780.		3,016.
Literature Department			
Miss S. C. Rue	1,300.		
Miss E. Temlett	780.		
Miss L. Jaeger	936.		
Miss C. Clark	520.		
Miss R. Mertz	468.		
Miss F. G. Jenson	364.		
Miss H. Jones	520.		
Miss Gabriel Komeniteh	780.		
Stenographer	515.		6,184.
Filing Department			
Miss Nan Smith	936.		
Miss Irene Kruger	520.		1,456.
	Total		23,039

Home Mission Monthly		
Miss Ruth Wheeler	$884.	
Miss I. Newton	728.	
Miss M. E. Bolles	780.	
Miss A. Tilson	520.	2,912.

Mabel Gram Parker
Secretary.

The Administration Committee met Tuesday,
April 24, 1917.

Called Meeting.

Present :- Mrs. Hopper, Mrs. Corning, Mrs. Allen, Mrs. Cobb and Miss Parker.

The meeting was called to consider several questions in regard to salary increases for clerks; also matters of readjustment in rooms preliminary to rerenting on the first of May.

SALARY INCREASE
MISS WILKES

It was voted to raise the salary of Miss Wilkes from $1200.to $1300. and to leave all other questions relating to salary and rooms to Mrs. Hopper with power.

Mabel Bram Parker

Secretary.

[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible] Gen. Exp. A	[illegible]	[illegible]	2,474.46	[illegible]
[illegible] B	[illegible]	[illegible]	[illegible]	177.[illegible]
[illegible] C	[illegible]	[illegible]	[illegible]	[illegible]
[illegible] D	[illegible]	[illegible]	[illegible]	[illegible]
[illegible] E	[illegible]	[illegible]	[illegible]	[illegible]
[illegible] F	[illegible]	[illegible]	[illegible]	[illegible]
[illegible] G	[illegible]	[illegible]	[illegible]	[illegible]
[illegible] & Equip. H	[illegible]	[illegible]	[illegible]	[illegible]
[illegible] I	[illegible]	[illegible]	[illegible]	[illegible]
[illegible] J	[illegible]	[illegible]	[illegible]	[illegible]
[illegible] K	[illegible]	[illegible]	[illegible]	[illegible]
[illegible] L	[illegible]	2,500.00	[illegible]	[illegible]
[illegible] M	[illegible]	[illegible]	[illegible]	[illegible]
[illegible] N	[illegible]	[illegible]	[illegible]	[illegible]
Margin for Extra Salaries Etc. O	[illegible]	[illegible]	[illegible]	[illegible]
	70,000.00	50,184.50	20,345.00	[illegible]

A - Expect a small balance at end of year, about $500.-
B - Due to long trips of officers this will be overdrawn about $500.-
C - Will use it all
D - " " "
E - Saving for year about $1500.-
F - Saving for year about $1500.-
G - This one is very hard to predict, as it all depends on the Literature Receipts.
H.- Expenses which come later will use all grant.
I - Expect to use all
J - " " "
K - Usually paid in March of each year.
L - Expect to use all.
M- " " "
N - " " "
O - " " "

The above does not include salaries or operating expenses of the Home Mission Monthly which is treated entirely outside of the Board's Administrative Budget and should appear for Board action under a separate budget.

I do not expect that the Board will spend its entire Budget by about $2000.- This is due to the fact that in Salaries Officers, no General Secretary or Publicity Secretary were appointed. This saving less increase to Mr. Alleben and Miss Shelbley will save about $[illegible].- for the year. In the case of clerks salaries the saving is due to the resignation of Miss Wilkes and the grant of $1200.- for a secretary for Mrs. Bennett, which grant has not been asked for as yet.

The Administration Committee met Tuesday, June 12, 1917.

Present:- Mrs. Hopper, Mrs. Corning, Mrs. Cobb, Mrs. Allen, Mrs. Honeyman and Miss Parker.

Meeting was opened with prayer by the Chairman, Mrs. Hopper.

Minutes of the meeting of April third read and approved with the request that the secretary correct the salary schedule in a few instances where changes in salary had been made subsequent to the meeting of April third.

Minutes of the called meetings of April 24th and May 22nd read. The former accepted. The secretary was asked that the latter be corrected to contain a more explicit record of room readjustments.

BUDGET FOR 1917 - 1918

Mrs. Hopper presented the following budget for the coming year. Upon motion of Mrs. Corning, it was accepted, and voted to recommend to the Board that it be adopted.

Administration Budget 1917-1918

Field Work and Traveling Expenses	
Salaries - 4 secretaries	$ 4800.
Expenses	2500.
Travel Officers	2000.
Exchange on checks	125.
Rent (exclusive of Student, H.M.M. Dept and Over Sea and Land)	6464.
Salaries Officers (exclusive of Editor - H.M.M. & Student Secretaries)	15000.
Salaries Clerks (less salary paid by Freedmen Board, and exclusive of H.M.M. Dept)	23039
Printing	4500.
Office Operating	
General Expenses & Equipment	1800.
Postage	3500.
Stationery, letter heads, etc	1200.
Auditors' Fees	300.
Student Work	2400.
Council of Women for H. M.	50.
Over Sea and Land	775.
Margin for extra salaries, office expenses etc.	1547.
	$ 70000.

MISS SHEIBLEY

As Miss Sheibley during the interim when there is no general secretary is carrying additional burdens, it was voted to recognize this service

by the payment in the fall of a sum, amount to be determined later, in addition to her regular salary.

SALARY INCREASE
MRS. DAVIDSON

Additional work and responsibility has been placed upon Mrs. Davidson since the transference of some of Mrs. Baker's work to Miss Sheibley's office. It was, therefore, voted to increase Mrs. Davidson's salary to $19.00 a week beginning June first.

STENOGRAPHER
MISS RUE

It was voted to grant Miss Rue's request for an additional stenographer.

WATER COOLERS

It was voted to purchase two water coolers for use in the offices.

Mabel Ingram Parker
Secretary.

The Administration Committee met Tuesday,
September 25, 1917.

Called Meeting.

Present:- Mrs. Corning, Mrs. Allen, Mrs. Brownell, Mrs. Cobb, Mrs. Hopper and Miss Parker.

The meeting was opened with prayer by the Chairman, Mrs. Corning.

MISS QUINLAN

Mrs. Corning stated that in the emergency caused by the sudden death of Miss Rachel Wheeler in July, Miss Florence Quinlan had generously consented to carry on Miss Wheeler's work in the office of the Home Mission Monthly during the absence of Miss Finks who was about to start on her month's vacation. Miss Quinlan has remained in the office ever since, receiving a salary of $20.00 a week and rendering in many ways most efficient and helpful service.

CHANGE IN OFFICE FORCE

Mrs. Corning reported that Miss Adams had left Mrs. Gildersleeve's office to accept a position where she receives a higher salary; that Irene Kreuger in the filing department had left and her place is filled by ; that Miss Marvin who was transferred to the treasurer's office in the readjustment following Mrs. Baker's resignation, is now doing satisfactory work in the literature department. Mrs. Corning's action in authorizing the treasurer, Miss Voss, to secure a successor to Miss Marvin at a salary not to exceed $15.00 was approved.

ELECTRIC FANS

INSTALLATION OF NEW ADDRESSING AND MAILING SYSTEM

Our chairman further reported that fourteen electric fans had been installed during the summer at a cost of $210.00, also that permission had been granted Miss Finks to install a new mailing and addressing system at a cost of about $200.00, same to be paid for from Home Mission Monthly receipts. Mrs. Corning had submitted, through correspondence, both of these matters to members of the committee. Her action was officially approved.

A letter was read from Miss Finks regarding Miss Caroline Payson, a candidate to fill the place left vacant by Miss Wheeler. It was voted to authorize Miss Finks to engage Miss Payson provided she can be secured at a salary of $18.00 per week.

Mrs. Corning was asked to see Miss Finks re-

garding two new typewriters requested for her department and make whatever adjustments or purchases are necessary.

Mabel Goan Porter

Secretary.

The Administration Committee met Tuesday, October 23, 1917.

Called meeting

Present:- Mrs. Corning, Mrs. Cobb, Mrs. Brownell, Mrs. Hopper, and Mrs. Allen.

Prayer was offered by Mrs. Corning.

MISS SHEIBLEY

The matter of some remuneration for Miss Sheibley for the time that she has carried the secretary's work was discussed, and it was moved and carried that nothing be done about it until the office of secretary is filled.

PRESIDENT'S SECRETARY

Mrs. Bennett having decided to have her secretarial work done at home, it was moved and carried to leave the matter to her to adjust.

HOLIDAY

It was moved and carried to observe Liberty Loan day by closing the office for the half day.

MISS QUINLAN

It was moved and carried to retain Miss Quinlan as long as Mrs. Bennett felt that her services were needed.

MRS. DOUGLASS FOR H.M.M. DEPT.

The Chairman reported that Miss Finks had secured Mrs. Paul Douglass for the position in the H.M.M. office made vacant by the death of Miss Wheeler. Mrs. Douglass had come for a month's trial at the nominal salary of $14. per week.

FILING CABINET

The committee approved the purchase of a filing cabinet for the H.M.M. Dept.

MISS ALLISON TREAS. DEPT.

The Chairman reported that Miss Voss had secured Miss Marion M. Allison (Wellesley 1915) for the salary and scholarship position, at a salary of $15. per week, with the understanding that this will advance as she makes herself valuable to the work.

The Chairman also reported that Mrs.Gildersleeve had secured a stenographer.

Meeting adjourned.

Mary Malcolm Hopper

Sec. pro tem.

The Administration Committee met Tuesday
November 13, 1917.

Called Meeting.

Present:- Mrs. Corning, Mrs. Hopper, Mrs. Brownell, Mrs.Allen, Mrs. Honeyman and Miss Parker.

MISS QUINLAN

After an opening prayer, a letter was read from Mrs. Bennett regarding Miss Quinlan and the most helpful publicity work that she has been doing and suggesting that some arrangement be made with Miss Quinlan whereby she could, when needed, give part of her time to this important work. It was voted to recommend to the Board that Miss Quinlan be asked to do this work at a salary of $25.00 per week. Two members of the committee who thought the compensation should be $30.00 did not vote.

SALARY INCREASE
MISS TILSON

It was voted to raise the salary of Miss Alice Tilson in the Home Mission Monthly Department to $10.00 a week beginning November 10th, with the understanding that it be increased to $11.00 on April first.

MRS. DOUGLASS

It was voted to give to Mrs. Douglass the same salary as that received by Miss Wheeler, her predecessor, namely $17.00 per week.

SALARY INCREASE
MISS ADAMS

Upon motion, Mrs. Gildersleeve was authorized to offer Miss Adams, who left to receive a higher salary, $18.00 a week if she would return.

Mabel Gren Parker

Secretary.

The Administration Committee met Tuesday,
December 4, 1917.

Present:- Mrs. Corning, Mrs. Allen, Mrs. Brownell, Mrs. Cobb, Mrs. Hopper and Miss Parker.

Opened with prayer by Mrs. Brownell. The minutes of the called meetings of September 25th and October 23d were read and approved.

MISS ADAMS

Mrs. Corning reported that Mrs. Gildersleeve had secured Miss Adams, her former stenographer, at a salary of $18.00 per week.

It was voted to grant Miss Sheibley's request to remove to her room the bookcase in the room which had been occupied by Miss Quinlan.

A letter was read from Miss Tilson thanking the committee for the increase in her salary voted at the November meeting.

SALARY INCREASE MISS JENSEN

A letter was read from Miss Rue telling of changes and readjustments in her office. It was voted to give Miss Jensen, who is now taking the position left vacant by Miss Marvin, $9.00 a week.

BOOK CASE AND FILING CASE FOR LITERATURE DEPT.

It was also voted to authorize the purchase of a filing case of four drawers and four units for sectional book case, costing about $75.00. They are needed in the Literature Department and it is the understanding that they are to be paid for by receipts from the sale of old paper, library books, etc.

TYPEWRITER FOR MISS FINKS

A letter was read from Miss Finks regarding typewriters. It was voted to authorize the purchase of a Corona for Miss Fink's personal use, costing with discount $45.00, and also a stand for $4.50 if latter is really needed.

SALARY INCREASE MRS. ROBERTS MISS CRAWFORD

After reading a letter from Miss Voss telling of additional work now being satisfactorily carried

in the treasurer's department by Mrs. Roberts and Miss Crawford, it was voted to increase Mrs. Robert's salary from $15.00 to $17.00 per week and Miss Crawford's from $12.00 to $14.00.

BONUS AND SALARY INCREASE TO MISS SHEIBLY

The question of financial recognition of the work Miss Sheibly has done in carrying the working of general secretary since the resignation of Miss Long, was carefully considered. Upon motion it was voted to rescind and strike from the minutes the action of November 13th and to recommend to the Board that Miss Sheibly be given a bonus of $200.00 in recognition of the service she has rendered since Miss Long's resignation on April first and, furthermore, that from December first she receive $25.00 a month in addition to her regular salary so long as she continues to carry the work of the general secretary.

Mrs. Cobb and Mrs. Hopper were asked to act as a committee of two to dispose of articles stored in room next to the committee room.

There being no further business the meeting adjourned.

Secretary.